



The Commonwealth of Massachusetts
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To: School Nurses
From: School Health Services
Date: November 16, 2016
Subject: **Reporting Forms for Epi-pen Administration FY 2017**

REPORT OF EPI-PEN ADMINISTRATION

Regulations Governing the Administration of Prescription Medications in Public and Private Schools (105 CMR 210.000) require schools to submit a written report to the Department of Public Health each time epinephrine is administered to a student or staff, on a form obtained from the Department. The reports are reviewed as part of a continuous quality improvement program for the School Health Unit.

The MDPH issues a data health brief which documents the epidemiology of epinephrine administration for the treatment of life threatening allergic reactions or anaphylaxis in Massachusetts schools. The American Academy of Allergy, Asthma and Immunology defines anaphylaxis as a collection of symptoms affecting multiple systems in the body. Common signs and symptoms may be a combination of hives, swelling (of any body parts), stomach cramps, throat tightness or closing, difficulty breathing, faintness or loss of consciousness and others. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

INSTRUCTIONS

THE REPORT MUST BE COMPLETED ONLINE USING THE LINK PROVIDED BELOW. NO PAPER PRINTOUTS OR ELECTRONIC COMPUTER FILES WILL BE ACCEPTED. To access the online form, copy the entire line below and paste it into the Address Bar of your web browser, then press the Enter key:

<https://mdph.checkboxonline.com/Epinephrine-Report-2017.survey>

THIS FORM (AND THE LINK) WILL CHANGE EVERY SCHOOL YEAR. PLEASE BE SURE TO USE THE LINK TO THE CURRENT FORM.

Please do not include any names, dates of birth, or other details in this form that might permit someone to identify the person receiving the epinephrine.

* Questions with an asterisk (*) are required. You must complete them in order to submit the form.

CAN I BEGIN TO ENTER DATA AND FINISH THE REPORT AT A LATER DATE?

Yes, but only if you click "Save and Exit" before you stop or pause entering data. It is best to complete the report in one session, however. PLEASE HAVE ALL OF THE INFORMATION NECESSARY TO COMPLETE THE REPORT AVAILABLE BEFORE YOU BEGIN DATA ENTRY. If you click "FINISH" instead of "Save and Exit", the report cannot be re-opened or edited later.

In order to save your data and return to it later for editing, use this procedure:

- a) Click the "SAVE AND EXIT" button at the bottom of the page (Do not click "Finish"), and
- b) After the pop-up window appears, copy the report-specific link shown and save it in a Word file, or have the link sent to your email address by entering your address into the pop-up form. Use the report-specific link in order to access your partially completed report. Without this link, you will not be able to edit your data, and if you need to make a correction you will need to submit a new report by re-entering all of the data on the form.

HOW CAN I BE SURE THAT MY REPORT WAS TRANSMITTED PROPERLY?

Complete ALL pages of the form. On the bottom of each page, click "Next" to transmit the data on that page. On the last page, submit the form by clicking "Save and Exit".

You can also submit the report by clicking "Finish". Do this only after you have finalized your data, however, because after you click "Finish" your report will be permanently closed and you will not be able to edit your responses.

TO PRINT A COPY OF THIS REPORT (for your records):

Print each page of the online form after you enter data but before you go to the next page. Please do this before you click the "Finish" button on the last page since you will not be able to access your report after you click "Finish."

To print a blank copy of the form: Just print a copy of each web page before you enter data for that page.

TO SAVE AN ELECTRONIC COPY OF THIS REPORT (for your records)

Copy each page into a Microsoft Word document and save the Word document. To do this: On the first page of the form, go to the Edit menu and choose "Select all" (or press Control plus "a"), then from the Edit menu choose "Copy" (or press Control plus "c") then paste this into a Word

document. Repeat the "copy and paste" for each page of the online form, pasting each page just after the end of the prior section. Then save the Word document as usual.

TO SUBMIT ADDITIONAL REPORTS

If you need to submit more than 1 report, just use the link to the online form provided in the second paragraph above. A blank copy of the form should appear every time this link is used.

FOR MORE INFORMATION ABOUT EPINEPHRINE ADMINISTRATION IN MASSACHUSETTS SCHOOLS

More information is available on this website: www.mass.gov/dph/fch/schoolhealth

IF YOU HAVE QUESTIONS

For clinical technical assistance regarding the administration of epinephrine, please contact your MDPH School Health Advisor. For technical assistance regarding submission of this form, please send an e-mail to DPH_ESHS_data@dph.state.ma.us.